

Message Text

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ORIGIN ARA-10

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DRAFTED BY ARA/MGT/PM:FCPARROTT:JZ

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FM SECSTATE WASHDC

TO AMEMBASSY QUITO

AMEMBASSY LA PAZ

AMEMBASSY SANTIAGO

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E.O. 11652: N/A

TAGS: AFSP, EC, BL, CI

SUBJECT: VISIT OF WAGE SURVEY CONTRACTORS BEAMAN AND PEACH

1. CHESTER BEAMAN AND EDWARD PEACH HAVE BEEN CONTRACTED TO CONDUCT A WAGE SURVEY IN QUITO, LA PAZ, AND SANTIAGO. TEAM IS ARRIVING QUITO 0820 MAY 7 VIA BRANIFF 911. SURVEY REQUIRES APPROXIMATELY 3 WEEKS. LA PAZ AND SANTIAGO WILL BE ADVISED LATER OF SURVEY TEAM'S ETA. TEAM REQUESTS 2 SINGLE RESERVATIONS AT MODERATE-PRICED HOTEL.

2. PLEASE HAVE THE FOLLOWING ITEMS AVAILABLE UPON ARRIVAL OF CONTRACTORS:

(A) COMPLETE COPIES OF LAST SURVEY CONDUCTED AT THE POST, INCLUDING ALL SALARY AND FRINGE DATA COLLECTION FORMS, SUMMARIES, EXPLANATIONS OF EDITING AND TREATMENT OF DATA, REPORTS AND RELATED CORRESPONDENCE.

(B) COMPLETE COPIES OF LOCAL EMPLOYEE COMPENSATION PLAN WITH ALL ATTACHMENTS, LOCAL EMPLOYEE STAFFING PATTERN AND LISTING OF NUMBERS OF LOCAL EMPLOYEES BY POSITION AND FSL CLASSES.

(C) PREPARE SUMMARY OF EMPLOYEE BENEFITS REQUIRED BY HOST COUNTRY LAWS TOGETHER WITH EMPLOYER AND EMPLOYEE CONTRIBUTIONS.

(D) PREPARE LIST OF OTHER BENEFITS KNOWN TO BE PROVIDED AS LOCAL PRACTICE.

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(E) GENERAL LETTER OF INTRODUCTION WHICH TEAM CAN CARRY

ON SURVEY CONTACTS.

(F) APPROPRIATE IDENTIFICATION DOCUMENTS FOR TEAM.

3. SELECT APPROXIMATELY 16 LOCAL ORGANIZATIONS TO BE SURVEYED PER LECH 2.1-7 AND REQUEST THEIR COOPERATION PER LECH 2.1-8. EFFORTS SHOULD BE MADE TO SELECT ORGANIZATIONS THAT HAVE MINIMUM AND MAXIMUM RATES FOR THEIR POSITIONS.

4. ARRANGE APPOINTMENTS WITH ORGANIZATIONS. IF POSSIBLE ARRANGE TWO A DAY (SEE SECTION 3.1 OF LECH).

5. TENTATIVELY SELECT KEY POSITIONS TO BE USED IN SURVEY AND PREPARE SUMMARIES. SEE LECH 2.1-5 AND 2.1-6. FINAL DECISIONS ON KEY POSITIONS AND SUMMARIES WILL BE MADE UPON THE CONTRACTORS ARRIVAL.

6. CONTRACTORS WILL REQUIRE OFFICE SPACE, CLERICAL AND TYPING ASSISTANCE, CALCULATOR, THE USUAL OFFICE SUPPLIES AND EQUIPMENT AND TRANSPORTATION TO COMPANY INTERVIEWS.

7. FOR QUITO: TEAM WOULD APPRECIATE ON ARRIVAL ANY MATERIAL WHICH MIGHT BE STUDIED OVER THE WEEKEND INCLUDING THE FOLLOWING:

(A) CURRENT STAFFING PATTERN WITH CURRENT JOB SHEETS ON ALL LOCAL POSITIONS.

(B) DATA ON THE LAST WAGE SURVEY.

(C) ENGLISH TRANSLATION OF LOCAL SOCIAL SECURITY AND LABOR LAWS. ROBINSON

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